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2 January 1985

MEMORANDUM FOR: Comptroller  
General Counsel  
Inspector General  
Intelligence Community Staff  
National Intelligence Council  
National Intelligence Emergency Support Office  
Office of Legislative Liaison  
Office of Public Affairs

FROM: George V. Lauder  
Chairman, E Career Service

SUBJECT: Candidates for Secretary of the Year Awards

STAT REFERENCE: [redacted] (copy attached)

1. To my amazement I have learned that only one candidate has been nominated so far from the E Career Service for the MAG-run Secretary of the Year Awards. This means that except for the IC Staff none of you believes that any of your secretaries should be offered the opportunity to win the \$1,000 DCI Area award or the \$5,000 Agency Secretary of the Year award.

2. We have outstanding secretaries in the E Career Service. I believe they should be recognized by at least being put in the running for these awards. I would appreciate you giving personal attention to recommending by 11 January one or more candidates from your office. Attached is a copy of the HN on how to go about it.

STAT

[redacted]  
George V. Lauder

Attachment:  
As stated

This Notice Expires 1 June 1985

PERSONNEL

19 November 1984

STAT

## SECRETARY OF THE YEAR AWARDS

Reference: 

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Field Counterpart: 

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1. The first annual Secretary of the Year Awards will be presented by the Director of Central Intelligence (DCI) and Deputy Director of Central Intelligence (DDCI) at a special ceremony to be held in the Headquarters Auditorium during National Secretaries Week, 22-26 April 1985. This awards program will provide \$5,000 and a certificate signed by the DCI to the selected CIA Secretary of the Year, and \$1,000 and a certificate signed by the DCI to each Directorate Secretary of the Year and a DCI Area Secretary of the Year.

2. Eligibility. Any full- or part-time staff employee who has completed her or his trial period and who performs secretarial duties is eligible for the Secretary of the Year Awards. This includes, but is not limited to, positions such as secretary, secretary/stenographer, secretary/typist, clerk/typist, or file clerk. Since the DCI Secretarial/Clerical Management Advisory Group (MAG) will be making the final selections, current members are not eligible for the awards.

3. Evaluation Criteria. The DCI Secretarial/Clerical MAG will act as the selection board for the first year. Selections will be based primarily on the following evaluation criteria:

- a. Excellence and pride with which secretarial skills are applied to the job
- b. Dedication and loyalty
- c. Judgment and honesty
- d. Initiative and creativity
- e. Effective interpersonal and communication skills
- f. Leadership and the ability to work independently
- g. Effective performance under pressure
- h. Good organizational capabilities
- i. Flexibility

4. Nomination Procedures. Any Agency employee may nominate a candidate for the Secretary of the Year Award. The nominating statement should be in memorandum form, classified when appropriate, and be no longer than two pages, single spaced. It should address the evaluation criteria listed above and provide specific examples where possible. The first paragraph of the nominating statement should contain the nominee's full name, current position, and the component to which she or he is assigned (see attachment). The supporting paragraphs should refer to the

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nominee as "Subject" and not by name. The more directly and fully the criteria are discussed, the better the nominee's chance for the award. Nominations should be mailed to:

DCI Secretarial/Clerical MAG

Executive Registry  
7E12 Headquarters Building

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5. Selection Procedures. Nominations must be received by 11 January 1985. The Chairperson, DCI Secretarial/Clerical MAG will forward all nominations to the appropriate directorate or the DCI Area. Each directorate will evaluate its candidates and will forward the top five to the DCI Secretarial/Clerical MAG. The MAG Chairperson will excise the first paragraph to remove the nominee's name and assign numbers to each of the finalists. The DCI Secretarial/Clerical MAG will then evaluate and rank the 25 finalists. After the selections have been made, the names of the award recipients will be sent to the DCI and the DDCI for approval. The recipients will be announced the first week of April 1985. Any recipient assigned outside the Washington area will be brought back to headquarters TDY to receive the award at the ceremony to be held during National Secretaries Week.

Harry E. Fitzwater  
Deputy Director  
for  
Administration

Attachment

DISTRIBUTION: ALL EMPLOYEES

Attachment

(Date)

MEMORANDUM FOR: DCI Secretarial/Clerical Management Advisory Group

FROM: (Nominator's full name)  
(Current Position)  
(Office of current assignment)

SUBJECT: Nomination for Secretary of the Year Award

1. I recommend that (Jane Doe), (clerk/typist), (Office of Central Reference, USSR Division, Political Branch), be considered for the Secretary of the Year Award for 1985.

2. Subject XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
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3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
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6. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
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(Nominator's name typed)